



Centre for Land and Water

WORKSHOP

EFFECTIVE PRESENTATIONS: VISUAL DESIGN

A three hour training session to develop skills for designing effective PowerPoint or Keynote materials.

WORKSHOP DETAILS

Date: Tuesday 10 September 2013
Times: 9.00am – 12.00 noon
Location: The Green Shed, Centre for Land and Water, 21 Ruahapia Rd, Hastings
What to bring: A short presentation you would like to review (on your laptop or on paper)
Cost: \$200.00 + GST per person

10% discount on registrations received by Monday 2 September

Online www.claw.net.nz/registration/ Email greenshed@claw.net.nz Phone 06 6504532

CONTENT

Effective visual presentation materials support your talk. The most effective electronic presentations are the ones where the technology you use goes unnoticed. Less is more for a slide with impact.

This Workshop will focus on simplifying your presentation materials and will include:

- Why the Wow! in your presentation should not come from your software
- Identifying the primary message, knowing your audience
- Overcoming temptation: what to leave out for an effective electronic presentation
- Clarifying the roles of: the speech, the image, the handouts, the speech notes
- Practical exercises and discussions

TUTOR PROFILE

Chris Heath is a Technical Writer and Visual Designer with more than 15 years of experience in the profession. Chris works with organisations including telecommunications, banks and local government and small businesses to develop effective visual and written communication.

TERMS AND CONDITIONS

Delivery of this workshop is subject to meeting minimum registration numbers. Courses may be cancelled or postponed if registrations are low or for unforeseen circumstances. Registrants will be notified of any changes.

Cancellations received more than 5 working days before the event will receive a 50% refund. There are no refunds for cancellations received within five days, but a substitute may be nominated at no extra charge.